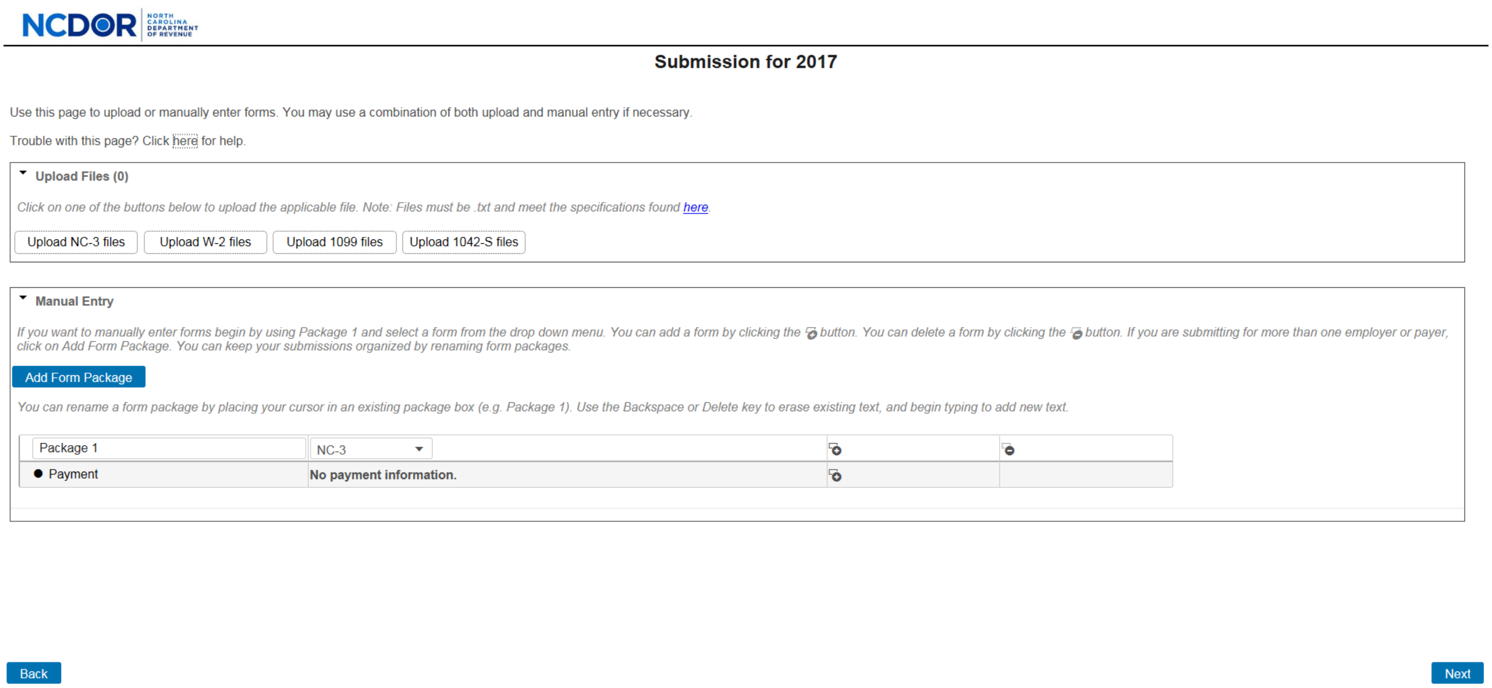
Submission – Step by Step Guide

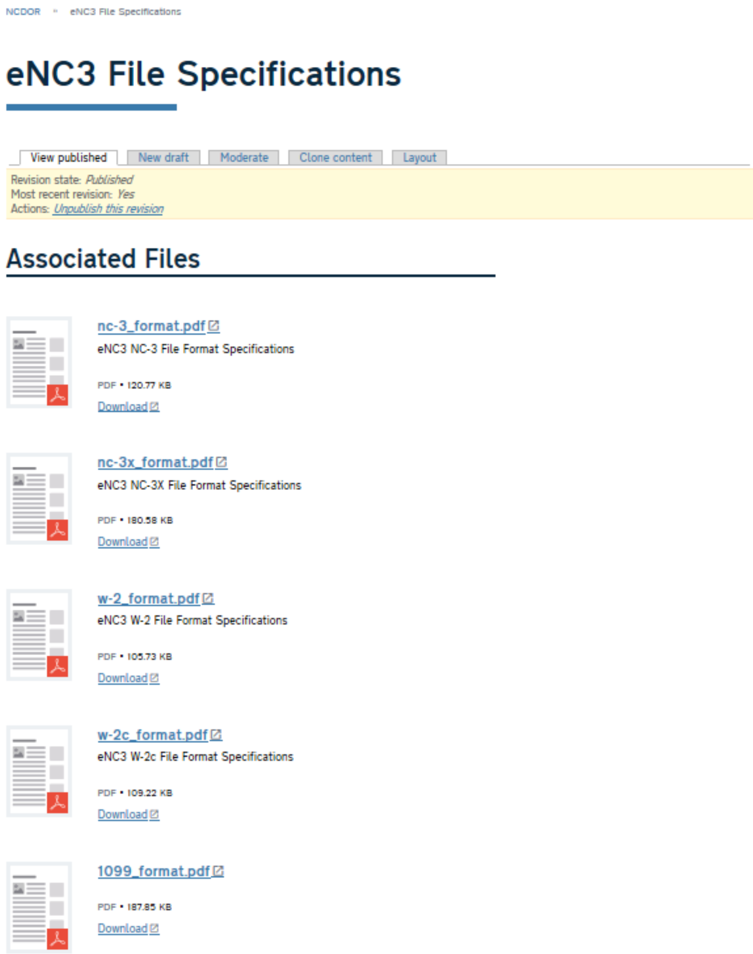
This guide walks you through uploading files in the eNC3 and Information Reporting application. On the Submission screen, you can upload files, manually enter form information, or a combination of both. For the step by step guide on how to manually enter information, click here. This guide applies to new or amended submissions.

- Watch a video tutorial



File Upload

Step 1. Create a flat file (must be .txt) using the file formats on the NCDOR website.


NCDOR » eNC3 File Specifications

eNC3 File Specifications

View published | New draft | Moderate | Clone content | Layout

Revision state: *Published*
Most recent revision: *Yes*
Actions: *Unpublish this revision*

Associated Files

nc-3_format.pdf
eNC3 NC-3 File Format Specifications
PDF • 120.77 KB
Download

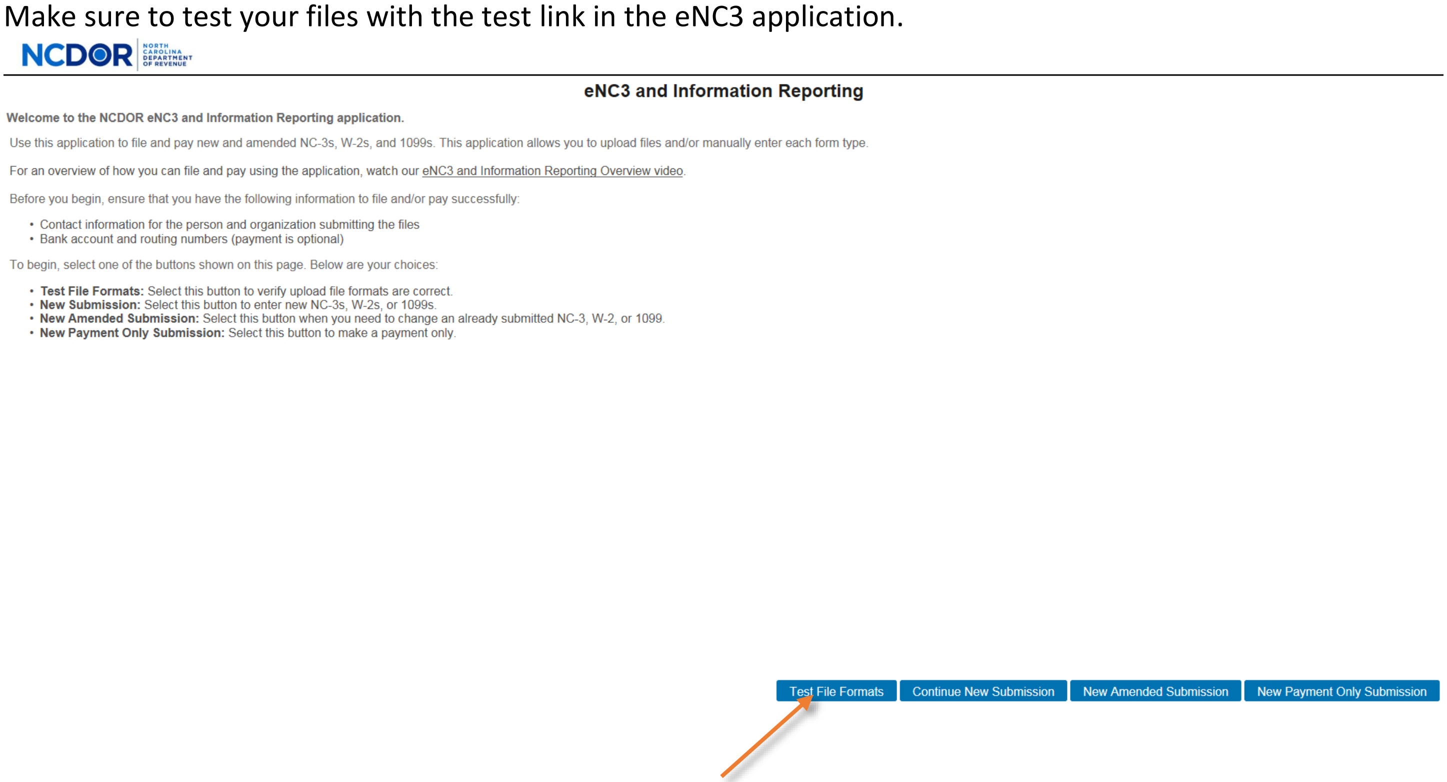
nc-3x_format.pdf
eNC3 NC-3X File Format Specifications
PDF • 180.58 KB
Download

w-2_format.pdf
eNC3 W-2 File Format Specifications
PDF • 105.73 KB
Download

w-2c_format.pdf
eNC3 W-2c File Format Specifications
PDF • 109.22 KB
Download

1099_format.pdf
PDF • 187.85 KB
Download

Make sure to test your files with the test link in the eNC3 application.


NCDOR NORTH CAROLINA DEPARTMENT OF REVENUE

eNC3 and Information Reporting

Welcome to the NCDOR eNC3 and Information Reporting application.

Use this application to file and pay new and amended NC-3s, W-2s, and 1099s. This application allows you to upload files and/or manually enter each form type.

For an overview of how you can file and pay using the application, watch our eNC3 and Information Reporting Overview video.

Before you begin, ensure that you have the following information to file and/or pay successfully:

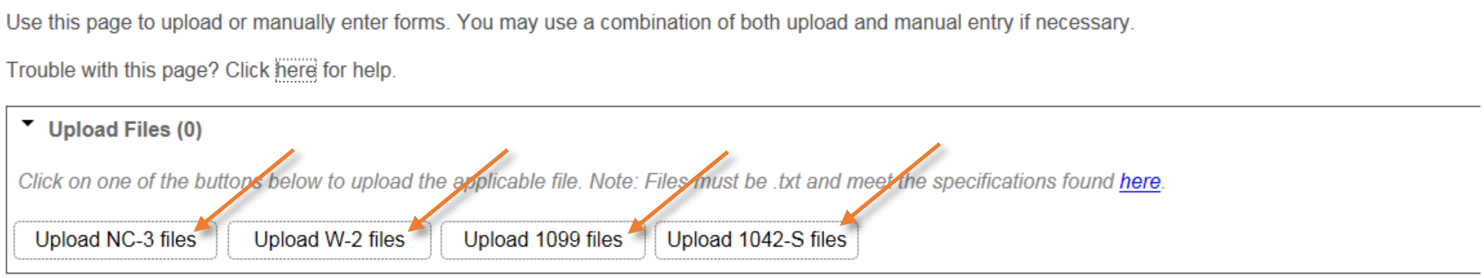
- Contact information for the person and organization submitting the files
- Bank account and routing numbers (payment is optional)

To begin, select one of the buttons shown on this page. Below are your choices:

- **Test File Formats:** Select this button to verify upload file formats are correct.
- **New Submission:** Select this button to enter new NC-3s, W-2s, or 1099s.
- **New Amended Submission:** Select this button when you need to change an already submitted NC-3, W-2, or 1099.
- **New Payment Only Submission:** Select this button to make a payment only.

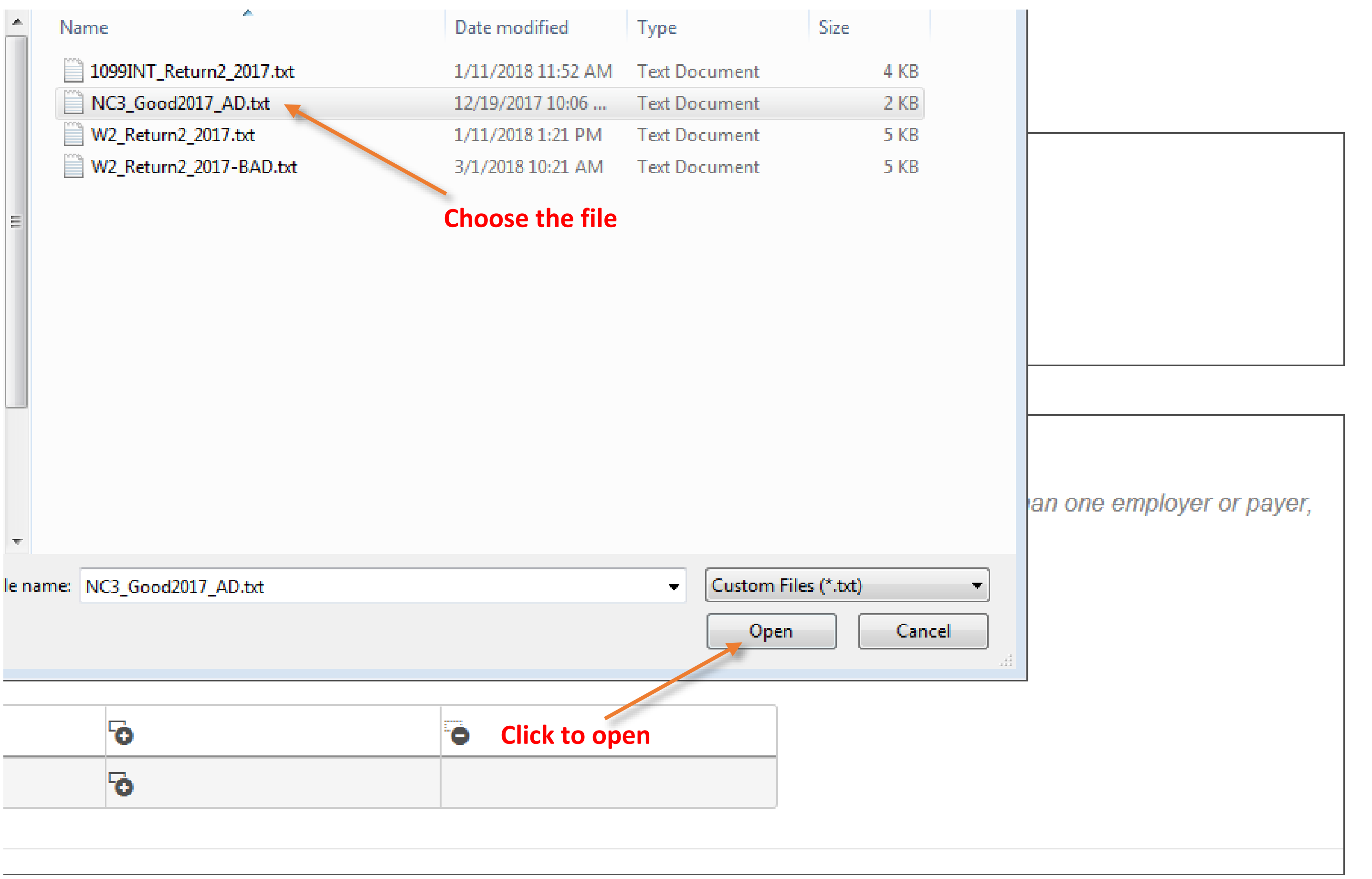
Test File Formats | Continue New Submission | New Amended Submission | New Payment Only Submission

Step 2. On the Submission screen, select the button that corresponds with the file you want to upload.

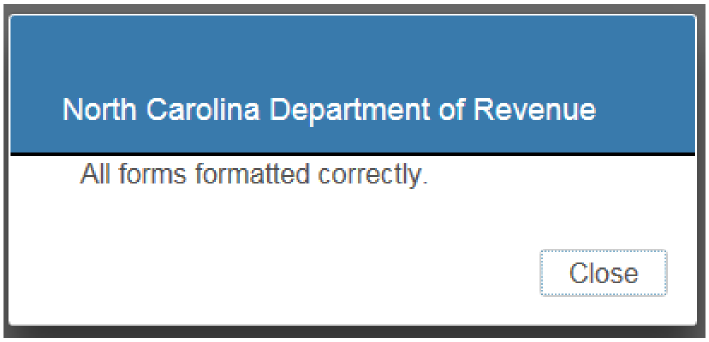


Step 3. A new window will pop up. Choose the file you want to upload. Keep in mind:

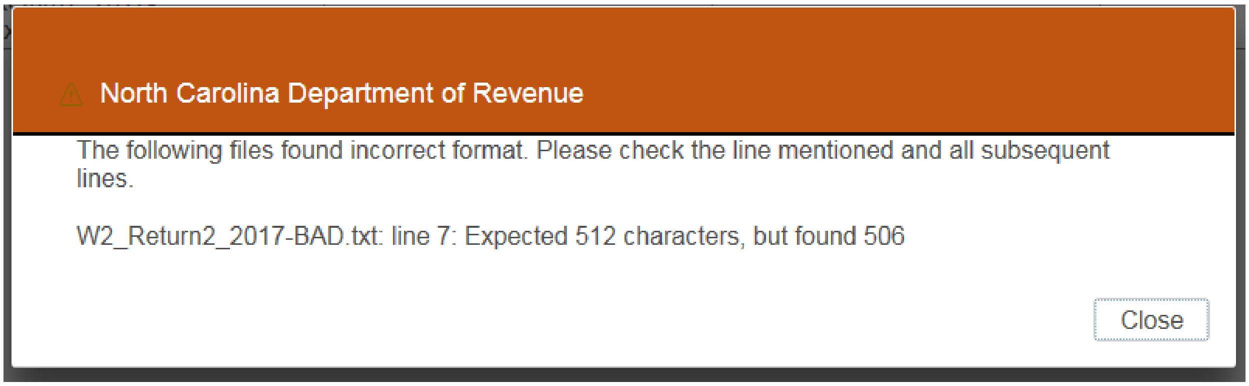
- All files must be .txt files
- There are no file size limitations for the eNC3 application, but your browser may have a 2 GB limitation
- Click **Open** to add the file.



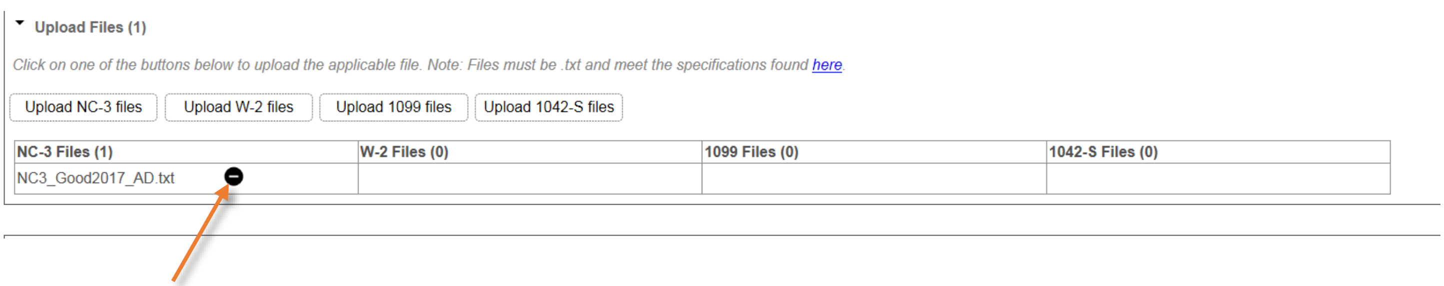
If there are no errors with your file, you will see a window saying your form(s) were added successfully.



If there is an error, you will receive a message explaining the error in your files. Error messages look like this:

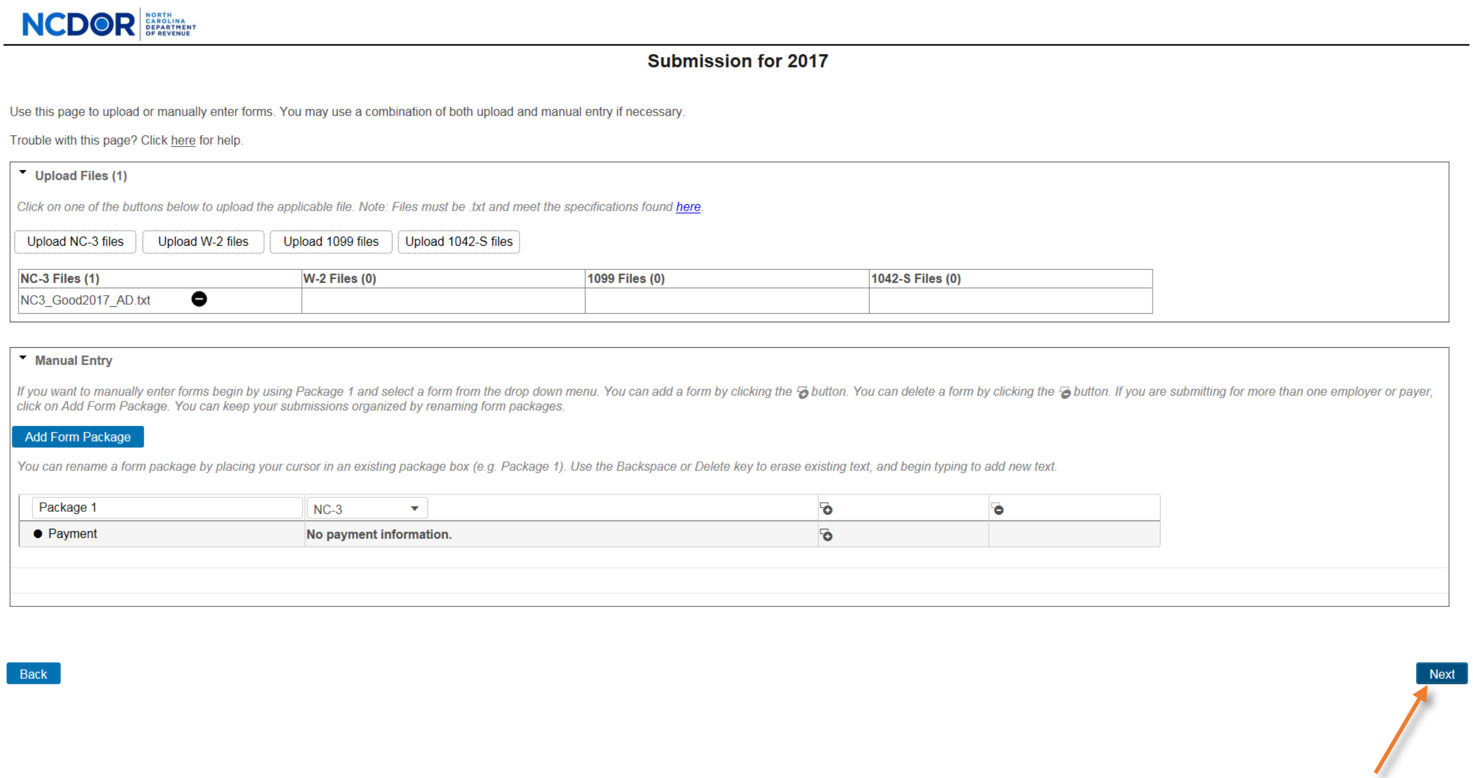


- Use the minus (-) button next to the text file to delete a file.



- Use the same steps to upload W-2, 1099 and 1042-S files.
- You can also use the Manual Entry section to manually enter NC-3, W-2, 1099, or 1042-S information (including amended forms).

Step 4: Once you've uploaded all your files, click **Next** to review your submission.

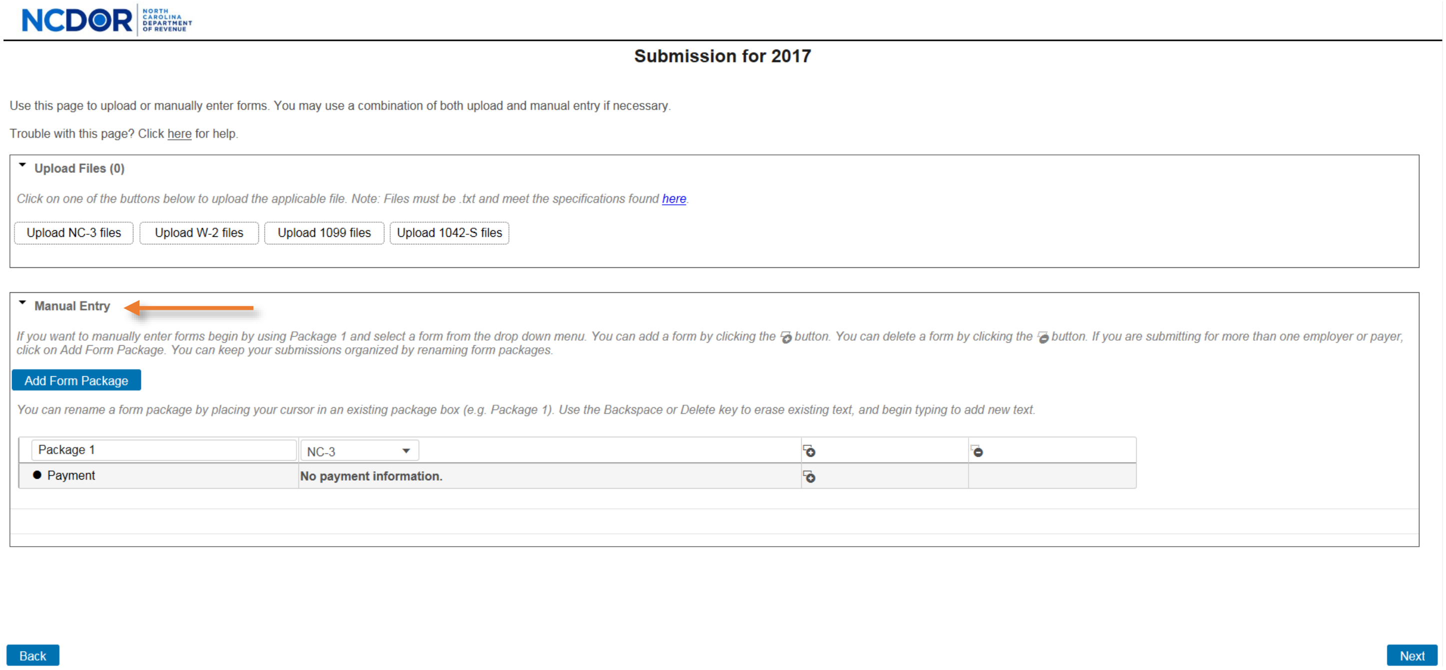


Resources:

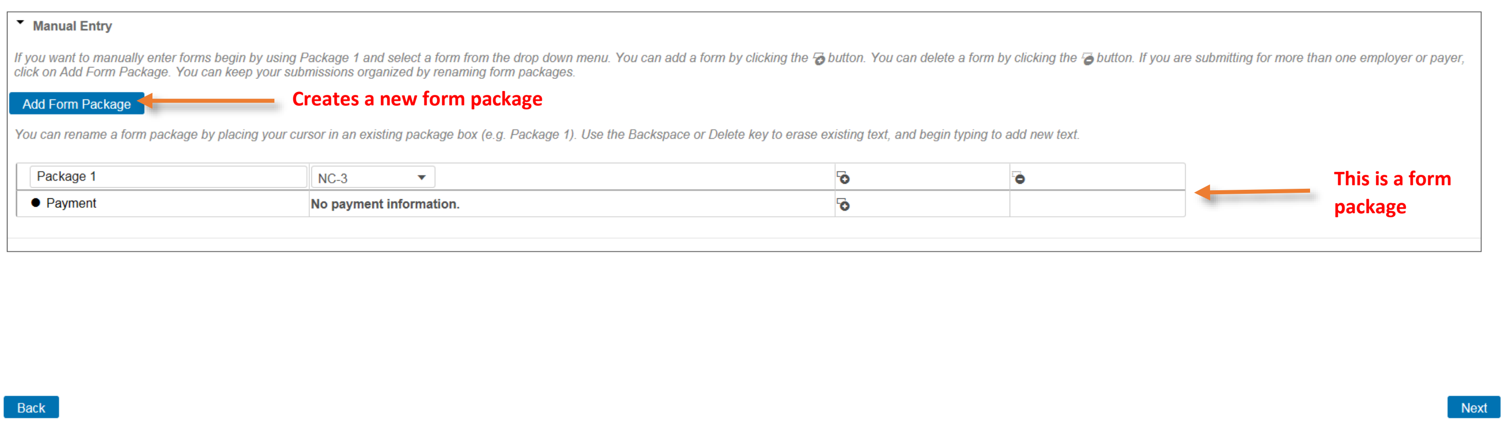
- [Watch our other eNC3 videos]
- [Review the eNC3 FAQs]

Manual Entry

This section walks you through manually entering form information in the eNC3 application. On the Submission screen, you can upload files, manually enter form information, or a combination of both.

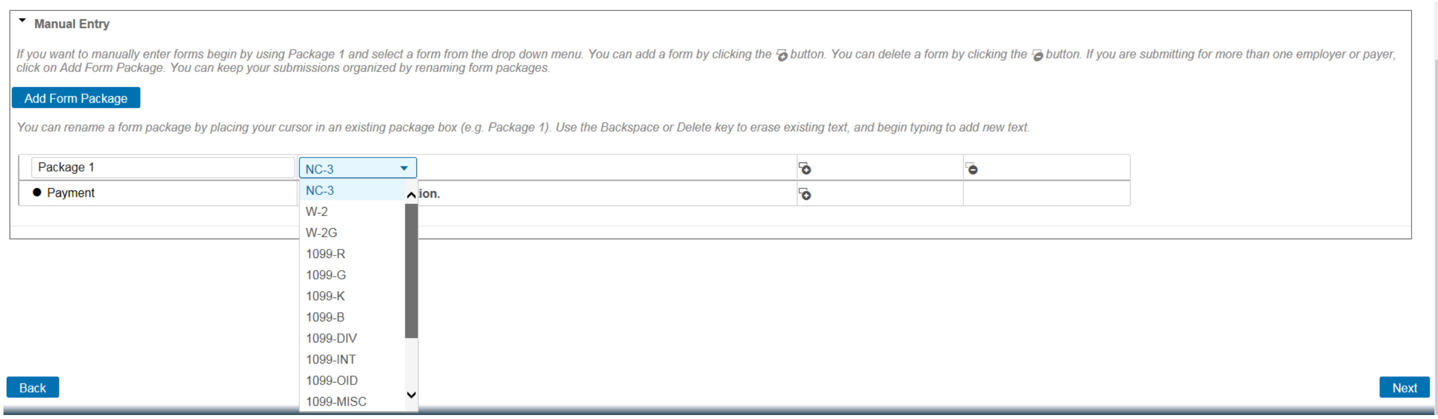


Step 1: Create a form package, or begin with Package 1. Form packages are a way for you to organize your submissions.



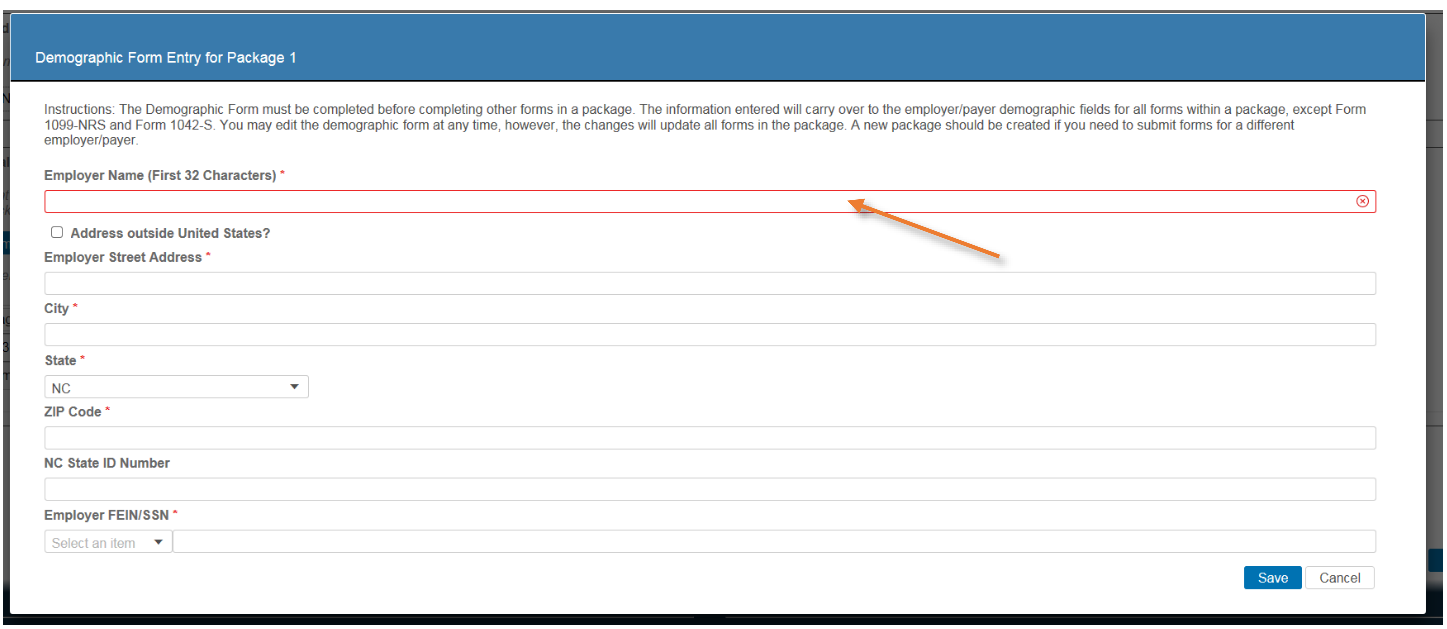
You can change the form package names. We recommend naming the form packages for each business you are filing for (for example, name Company XYZ's form package "Company XYZ"). This may help you keep track of the form packages for your records.

Step 2. Select the form you want using the drop down menu. You can only include **one NC-3 per package**.

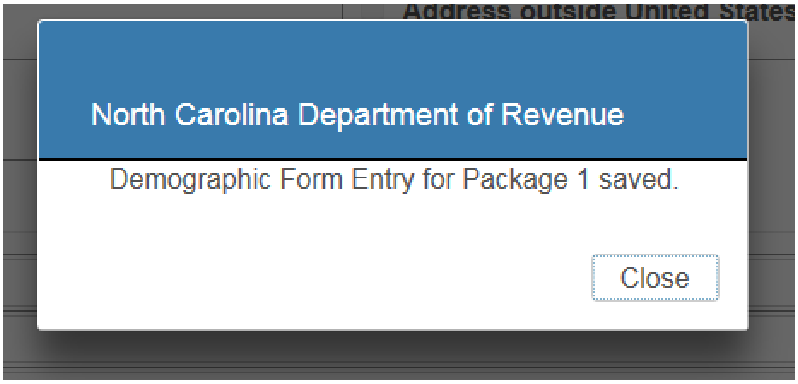


Step 3. Click the add (+) button once you select the form you want to add.

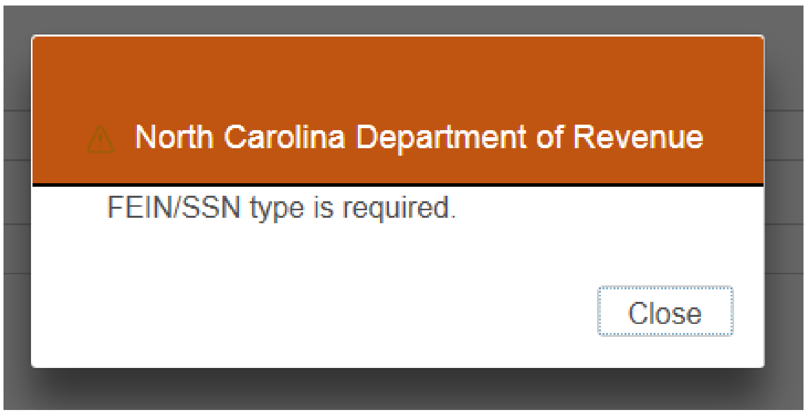
- If you select a form other than Form 1099-NRS or Form 1042-S, the Demographic Form Entry screen will appear. Information added to the demographic form will carry over to all forms in the package **except Forms 1099-NRS and 1042-S**.
- Complete all required fields on the form. Fields with a red asterisk are required.
- If you don't complete a required field, it will be highlighted in red.



Once you've completed the demographic form click Save. If all your information is correctly entered, you will see the window below.

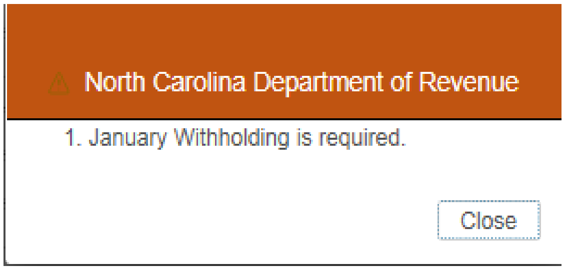


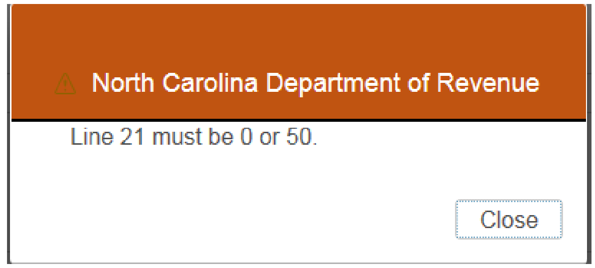
If you leave a field blank, or enter the incorrect informtion, an error window will appear:



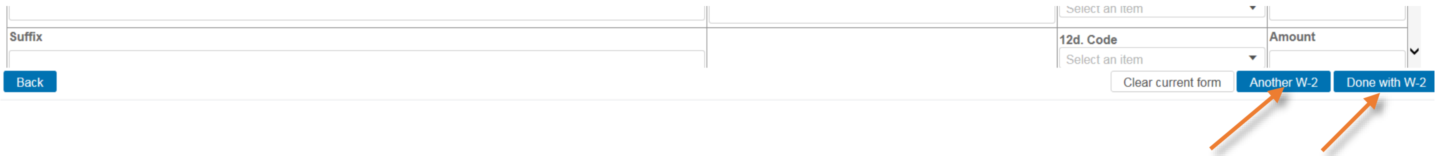
Step 4: Enter the information for the form selected. Complete all required fields on the form.

If you leave a field blank or enter incorrect information, an error window will pop up:

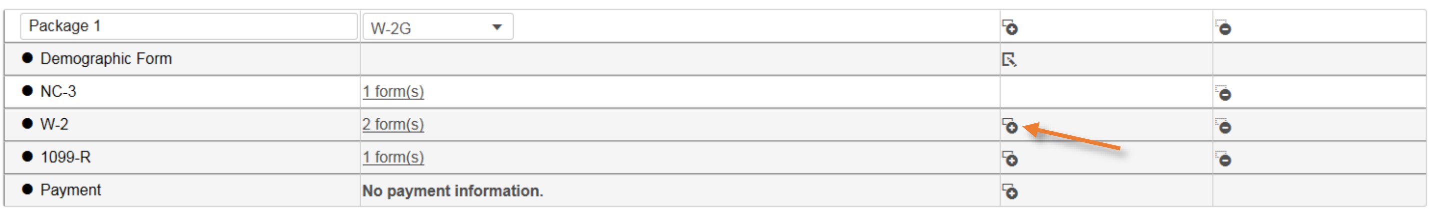




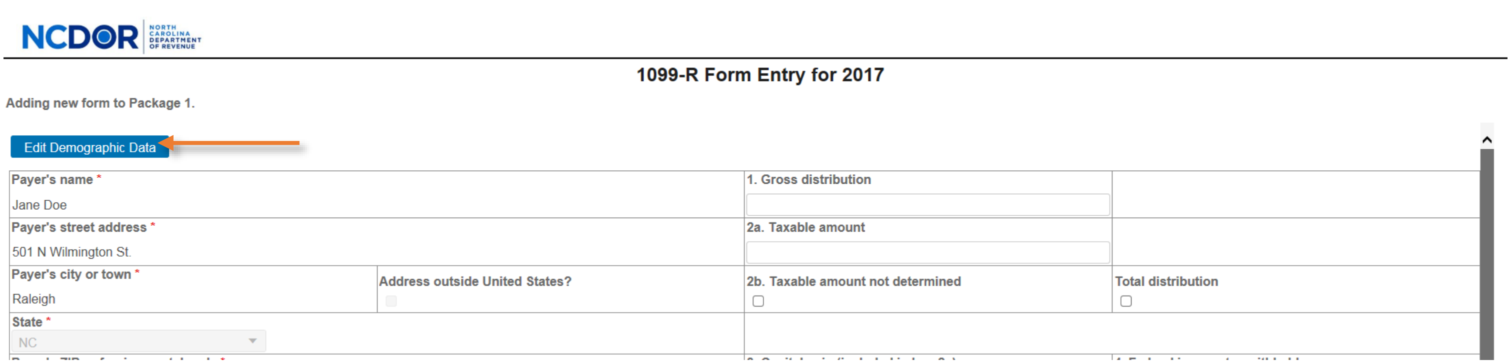
For W-2s and 1099s, complete the required fields, as indicated by a red asterisk. When you're done, click Done with (W-2, 1099, etc.) to return to the Submission screen. Click Another (W-2, 1099, etc.) to complete another form.



Step 5. Use the drop down menu to choose additional forms and repeat the previous steps to add and complete the forms. If you've already completed a W-2 or 1099 and want to add another, use the add (+) button to add another form of the same type.



The demographic data you entered previously will be prefilled for each new form you add. If you need to edit this information click on the "Edit Demographic Data" button as shown below. **Note:** Any changes made to demographic data will carry over to all existing forms in your package.

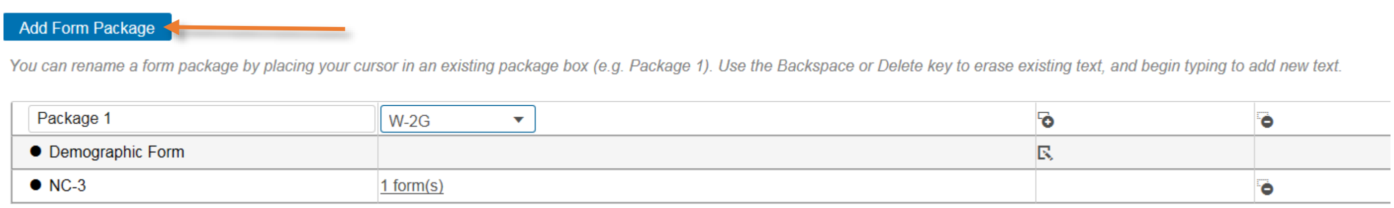


To edit form information, click on the link next to the form you want to edit.

You can delete a set of form types within a package by clicking on the minus (-) button next to a form type. To delete all forms in the package, click on the minus (-) button on the package line.

- In the example below, clicking on the minus (-) button on the W-2 line, will delete all W-2s that have been added. Clicking on the minus (-) button on the Package 1 line, will delete all the forms in the package.

Use the “Add Form Package” button to add a new form package.



Step 6 (optional). Add payment information by clicking the add (+) button on the line that says “Payment.” However, if you uploaded an NC-3 with payment information, you don’t need to enter the payment information again.

Note: The payment option will not be available until an NC-3 is added. Only one payment can be added per package. To make a payment only without uploading any form information, use the Payment Only option.

Resources:

- Watch our other eNC3 videos
- Review the eNC3 FAQs